GUIDELINES

For workplace-specific hazard training of certified members

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WSIB ONTARIO CSPAAT

Workplace Safety & Insurance Board

Commission de la sécurité professionnelle et de l'assurance contre les accidents du travail

PREVENTION DIVISION

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Introduction

The internal responsibility system (IRS), provides the foundation of Ontario's approach to workplace health and safety. It is built on the principle of self-reliance of the workplace parties.

This means that employers and workers are the primary parties responsible for eliminating hazards within their workplaces, and for achieving optimum health and safety performance.

According to the Certification Training Program Standards (the Standards), Certification is based on a two-part training process: Basic and Workplace-Specific Hazard Training. Both are required in order to become certified.

Workplace-Specific Hazard Training meets the training needs in individual workplaces for certified members. The results of a workplace hazard assessment conducted by the employer determines their training needs. Employers are encouraged to conduct the assessment in consultation with the Joint Health and Safety Committee (JHSC), particularly those members who completed Basic Certification Training.

As well, the requires the employer to share the results of the assessment with the JHSC [Sec. 9(18)(d) & 25(2)(l)]. The JHSC may wish to review the assessment and make recommendations to the employer regarding determining Workplace-Specific Hazard Training needs for the workplace's Certified Members. The employer will consider any recommendations when making final determination on training needs.

What employer duties are involved?

The hazard assessment determines Workplace-Specific Hazard Training needs and is supported by existing employer duties under the
These duties are:

- to provide information, instruction and supervision to a worker to protect the health and safety of the worker
- to acquaint a worker ... with any hazard in the workplace
- to prepare and review annually an occupational health and safety program

Meeting these provisions of the involves conducting an assessment of the hazards in the workplace. Various health and safety regulations made under the Act also require assessment of hazards in specific circumstances.

Identification of Hazards

The Workplace-Specific Hazard Training Needs Assessment identifies all the hazards in your workplace that may affect a worker's health and safety. Where appropriate, common hazards may be grouped (e.g. chemical, biological hazards) for certified member training.

The training needs assessment can be accomplished by doing a workplace inspection (refer to Basic program course materials) and consulting other sources of information such as:

- chemical inventories and MSDSs;
- WSIB reports (claims);

- accident, injury or illness records for workplace and industry;
- committee meeting minutes and recommendations, inspection reports;
- sampling/test data;
- Ministry of Labour orders/non-compliance;
- near-miss reports;
- work-flow or process-flow information;
- general observations; and
- individuals within the workplace with knowledge or experience of the hazards.

Training Requirements

Based on the identification of all the hazards in a workplace and determination of the level of concern for each, training on the significant hazards is required for completion of Workplace-Specific Training for certified members in that workplace. A hazard is significant when, if not properly controlled, it has the potential to cause a lost time injury or occupational disease. This is determined by the employer, preferably in consultation with the JHSC. The other hazards should be considered for ongoing occupational health and safety training.

The Standards set out the required learning objectives for Workplace-Specific Hazard Training. This training provides an overview for the certified members to assist them in identifying sources of the hazard in their workplaces and making recommendation on how to control or eliminate them. This differs from training for any workers exposed to the hazard, which would be much more in-depth and job specific.

The Health and Safety Associations or other health and safety professionals may provide assistance in conducting the training needs assessment.

Sector Programs

The Certification Training Program Standards provide the option of sector based programs in place of Workplace-Specific Hazard Training. This enables a single program to be delivered covering hazards common to the majority of workplaces in a sector. For example, the construction industry developed the Construction Sector Specific Program. A sector program must have endorsement from a Trade Association or bi-partite group.

Equivalency

Equivalency for Workplace-Specific Hazard Training may be obtained on a hazard-by-hazard basis by documenting training that meets the required learning objectives outlined on page 16 of the Standards. They are:

1.1 Describe the hazard and how it may cause injury or illness.
1.2 Identify the relevant legislation, standards and guidelines for the hazard.
1.3 Describe how to identify and assess the hazard.
1.4 Describe ways of controlling the hazard.
1.5 Prepare an action plan to identify, assess and control the hazard based on an actual workplace situation.

The employer, preferably in consultation with the JHSC, will determine if training is equivalent. Documentation of the training should be available to support equivalency decisions. Consideration should be given to determining if the training recognized as equivalent is current and relevant to the workplace.

If preparation of an action plan as required by objective 1.5 was not completed in the training, the JHSC may develop the plan in the workplace.

Receiving Final Certification

For a certified member to receive Final Certification, the employer must inform the Workplace Safety and Insurance Board of the training needs identified by the hazard assessment, along with confirmation that the training has been completed. The employer will also identify: when the training occurred; name of the training organization; name of the training program; and an indication if the training was identified as equivalent. Certified members will sign the form to verify that they are aware that notification is being sent to the WSIB. See form attached.

Portability

If a certified member moves to another workplace, including within the same organization, and is designated as a Certified Member of the JHSC for the new workplace, the employer should review the member's Workplace-Specific Hazard Training. The employer should ensure that a certified member has received the appropriate hazard training identified within the new workplace.

Hazards to consider

These are examples of hazards or groups of hazards that may be considered for Workplace-Specific Hazard training. This is not a complete list. Many of these hazards are also priorities identified by the Ministry of Labour:

- Biological Hazards
- Chemical Hazards
- Compressed Gases
- Confined Spaces
- Electrical Hazards
- Ergonomics
- Explosives
- Hand Tools
- Heat and Cold Stress
- Indoor Air Quality
- Ladders
- Lock Out
- Machine Guarding
- Manual Material Handling
- Noise
- Office Hazards
- Propane handling and storage
- Solvents
- Vehicle driving
- Vibrations
- Welding Hazards